Import/Export File Layout Specification for Winter 2003-2004/Spring 2004 Data Collection Fall Enrollment Section - Fixed Length/Positional File (*.TXT)				
Field ID(Key)	**Column**	**Length**	**Description**	**Valid Entries**
Part A: Enrollment Summary by Racial/Ethnic Category, fall 2003				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"EF"
PART	10	1	Part of survey section - race/ethnicity	"A"
CIPCODE	11	7	Classification of instructional program code	"99.0000" for all schools.
LINE	18	2	Student level	1,3,7,9,11,15,17,21,23, and 25 (refer to student level table, Part A) (6,8,14,20,22, 28, and 29 are for export only.)
EFRACE01	20	6	Nonresident alien - Men (1)	0 to 999999
EFRACE02	26	6	Nonresident alien - Women (2)	0 to 999999
EFRACE03	32	6	Black, non-Hispanic - Men (3)	0 to 999999
EFRACE04	38	6	Black, non-Hispanic - Women (4)	0 to 999999
EFRACE05	44	6	American Indian/Alaskan Native - Men (5)	0 to 999999
EFRACE06	50	6	American Indian/Alaskan Native - Women (6)	0 to 999999
EFRACE07	56	6	Asian or Pacific Islander - Men (7)	0 to 999999
EFRACE08	62	6	Asian or Pacific Islander - Women (8)	0 to 999999
EFRACE09	68	6	Hispanic - Men (9)	0 to 999999
EFRACE10	74	6	Hispanic - Women (10)	0 to 999999
EFRACE11	80	6	White, non-Hispanic - Men (11)	0 to 999999
EFRACE12	86	6	White, non-Hispanic - Women (12)	0 to 999999
EFRACE13	92	6	Race/ethnicity unknown - Men (13)	0 to 999999
EFRACE14	98	6	Race/ethnicity unknown - Women (14)	0 to 999999
EFRACE15	104	6	Grand total - Men (15)	**Totals will be generated. Do not include in import file. Columns 104-115 are reserved for File Export.**
EFRACE16	110	6	Grand total - Women (16)	
Part B: Enrollment Summary of Students by Age, fall 2003				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"EF"
PART	10	1	Part of survey section - age	"B"
SLEVEL	11	1	Level of student	1, 2, 3 refer to student level table, Part B
FILLER	12	6	Filler	Blank
LINE	18	2	Age of student	1-25 (refer to age category table) (11,12,23, 24 and 25 are for export only.)

Import/Export File Layout Specification for Winter 2003-2004/Spring 2004 Data Collection Fall Enrollment Section - Fixed Length/Positional File (*.TXT)				
Field ID(Key)	Column	Length	Description	Valid Entries
EFAGE01	20	6	Men	0 to 999999
EFAGE02	26	6	Women	0 to 999999

			Import/Export File Layout Specification for Winter 2003-2004/Spring 2004 Data Collection Fall Enrollment Section - Fixed Length/Positional File (*.TXT)	
Field ID(Key)	**Column**	**Length**	**Description**	**Valid Entries**
Part C: Residence of First-Time Freshmen, fall 2003 (Part C is optional in this collection)				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"EF"
PART	10	1	Part of survey section - residence	"C"
Filler	11	7	Filler	Blank
LINE	18	2	State of residence	01, 02, 04-06, 08-13, 15-42, 44-51, 53-57, 60, 64, 66, 68-70, 72, 78, 90 (valid FIPS codes refer to state table)(98 and 99 are for export only.)
EFRES01	20	6	Total first-time, degree/certificate-seeking undergraduate students	1 to 999999
EFRES02	26	6	Total first-time, degree/certificate-seeking undergraduates who graduated from high school in the past 12 months	0 to 999999
Part D - Total Entering Class. This section is applicable to academic year reporters (calendar system = semester, quarter, trimester or 4-1-4); must offer undergraduate level programs; and must have full-time first-time degree/certificate-seeking students > 0 in Part A.				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"EF"
PART	10	1	Part of survey section - Total Entering Class	"D"
Filler	11	9	Filler	Blank
EFE01	20	6	Total number of undergraduates that entered institution for the first time for the fall term.	1 to 999999
Part E: Unduplicated headcounts for the 12-month period				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"EF " = Enrollment
PART	10	1	Part of survey section - unduplicated headcount	"E" = Unduplicated headcount
SLEVEL	11	1	Student level	1=Undergraduate 2=First-professional 3=Graduate
FILLER	12	8	Filler	Blanks
FYRACE01	20	6	Nonresident alien - Men (1)	0 to 999999
FYRACE02	26	6	Nonresident alien - Women (2)	0 to 999999
FYRACE03	32	6	Black, non-Hispanic - Men (3)	0 to 999999
FYRACE04	38	6	Black, non-Hispanic - Women (4)	0 to 999999
FYRACE05	44	6	American Indian/Alaskan Native - Men (5)	0 to 999999
FYRACE06	50	6	American Indian/Alaskan Native - Women (6)	0 to 999999
FYRACE07	56	6	Asian or Pacific Islander - Men (7)	0 to 999999
FYRACE08	62	6	Asian or Pacific Islander - Women (8)	0 to 999999
FYRACE09	68	6	Hispanic - Men (9)	0 to 999999
FYRACE10	74	6	Hispanic - Women (10)	0 to 999999

Field ID(Key)	Column	Length	Description	Valid Entries
FYRACE11	80	6	White, non-Hispanic - Men (11)	0 to 999999
FYRACE12	86	6	White, non-Hispanic - Women (12)	0 to 999999
FYRACE13	92	6	Race/ethnicity unknown - Men (13)	0 to 999999
FYRACE14	98	6	Race/ethnicity unknown - Women (14)	0 to 999999
FYRACE15	**104**	**6**	**Grand Total Men**	**Totals will be generated. Do**
FYRACE16	**110**	**6**	**Grand Total Women**	**not include import file.**
Part F: Instructional activity for the 12-month period. For undergraduate and graduate levels only.				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"EF " = Enrollment
PART	10	1	Part of survey section - instructional activity	"F" = instructional activity
Filler	11	9	Filler	Blank
CREDHRSU	20	8	12-month instructional activity credit hours undergraduate	0 to 99999999, blank = not applicable, if no programs measured in credit hours. Only for undergraduates
CONTHRS	28	8	12-month instructional activity contact hours (undergraduate only)	0 to 9999999, blank or (-2), not applicable, if no programs measured in contact hours. Also not applicable for graduate and first-professional levels.
CREDHRSG	36	8	12-month instructional activity credit hours graduate	0 to 99999999
REP_YEAR	44	1	Indicate which full 12-month period is used to report UNDUPLICATED student count and instructional activity	1=July 1, 2002 - June 30, 2003, 2=September 1, 2002 - August 31, 2003
Part G: Retention of First-time Students, fall 2003				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"EF"
PART	10	1	Part of survey section - Retention of First-time Students	"G"
Filler	11	9	Filler	Blank
RET_PCF	20	3	Retention percentage (full-time)	0 to 100
RET_PCP	23	3	Retention percentage (part-time)	0 to 100

Note: All numeric fields should be right-justified in its field. Both leading zeros and spaces are permissible.

Character data should be left justified. If, undergraduate, first-professional or graduate programs are not

offered at institution, do not include record in import file.

	Import/Export File Layout Specification for Winter 2003-2004/Spring 2004 Data Collection Fall Enrollment Section - Key Value Pair file (*.TXT)	
Field ID(Key)	**Description**	**Valid Entries**
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"EF "
PART	Part of survey section	"A", "B", "C", "D", "E", "F" and "G"
CIPCODE	Classification of instructional program code CIP code	"99.0000" for all schools. This only applies to Part A.
LINE	Student level, Age category, or state of residence	When Part="A" then i = 1,3,7,9,11,15,17,21,23, and 25 (refer to student level table - Part A). When Part="B" then i = 1-10,13-22, (refer to age category table). When Part="C" then i = 1, 2, 4-6, 8-13,15-42,44-51,53-57,60,64,66,68-70, 72,78,90 (refer to state table). For parts D, E and F do not include the LINE variable in the import record.
RACE	Race	j = 1 to 8, refer to race/ethnicity table, applicable to Parts A and E
SLEVEL	Student level	j = 1 to 3, refer to student level table - Part B, applicable to Part B and Part E
Sex	Sex	k= 1-Men, 2-Women, applicable to Parts A, B and E
HS	First-time student attended high school in the past 12 months	j= 1-first-time students, column1, 2-first-time students who graduated high school in the past 12-months, column2, applicable to Part C
Count	Number of students enrolled	1 to 99999, for zero value see note below., applicabe to Parts A, B, C, D and E
CREDHRSU	12-month undergraduate instructional activity CREDIT hours	0 to 99999999, only applicable to Part F
CONTHRS	12-month undergraduate instructional activity CONTACT hours	0 to 9999999, only applicable to Part F
CREDHRSG	12-month graduate instructional activity CREDIT hours	0 to 99999999, only applicable to Part F
REP_YEAR	Indicate which full 12-month period is used to report UNDUPLICATED student count	1=July 1, 2002 - June 30, 2003, 2=September 1, 2002 - August 31, 2003. Use only in part F
RET_PCF	Percentage of full-time fall 2002 cohort who were re-enrolled in fall 2003.	0 to 100, only applicable to Part G
RET_PCP	Percentage of part-time fall 2002 cohort who were re-enrolled in fall 2003.	0 to 100, only applicable to Part G

Sample record:
```
UNITID=100663,SURVSECT=EF,PART=A,CIPCODE=99.0000,LINE=1,RACE=1,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=A,CIPCODE=99.0000,LINE=1,RACE=1,SEX=2,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=A,CIPCODE=99.0000,LINE=3,RACE=2,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=A,CIPCODE=99.0000,LINE=3,RACE=2,SEX=2,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=A,CIPCODE=99.0000,LINE=i,RACE=j,SEX=k,COUNT=nnnnn
……
UNITID=100663,SURVSECT=EF,PART=A,CIPCODE=99.0000,LINE=9,RACE=1,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=A,CIPCODE=99.0000,LINE=23,RACE=1,SEX=1,COUNT=nnnnn
……
UNITID=100663,SURVSECT=EF,PART=B,LINE=1,SLEVEL=1,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=B,LINE=1,SLEVEL=1,SEX=2,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=B,LINE=1,SLEVEL=2,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=B,LINE=1,SLEVEL=2,SEX=2,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=B,LINE=1,SLEVEL=3,SEX=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=B,LINE=1,SLEVEL=3,SEX=2,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=B,LINE=i,SLEVEL=j,SEX=k,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=C,LINE=1,HS=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=C,LINE=1,HS=2,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=C,LINE=i,HS=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=C,LINE=i,HS=2,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=D,COUNT=nnnnn
UNITID=100663,SURVSECT=EF,PART=E,SLEVEL=1,RACE=1,SEX=1,COUNT=nnnn
UNITID=100663,SURVSECT=EF,PART=E,SLEVEL=1,RACE=1,SEX=2,COUNT=nnnn
UNITID=100663,SURVSECT=EF,PART=E,SLEVEL=1,RACE=2,SEX=1,COUNT=nnnn
UNITID=100663,SURVSECT=EF,PART=E,SLEVEL=1,RACE=2,SEX=2,COUNT=nnnn
UNITID=100663,SURVSECT=EF,PART=E,SLEVEL=2,RACE=j,SEX=k,COUNT=nnnn,
UNITID=100663,SURVSECT=EF,PART=E,SLEVEL=3,RACE=j,SEX=k,COUNT=nnnn,
UNITID=100663,SURVSECT=EF,PART=E,SLEVEL=i,RACE=j,SEX=k,COUNT=nnnn,
UNITID=100663,SURVSECT=EF,PART=F,REP_YEAR=1,CREDHRSU=nnnn,CONTHRS=nnnn,CREDHRSG=nnnn,
UNITID=100663,SURVSECT=EF,PART=G,RET_PCF=nnn,RET_PCP=nnn
   "         "          "                        "              "                "             "         "         "
   "         "          "                        "              "                "             "         "         "
UNITID=nnnnnn,SURVSECT=EF,PART=A,CIPCODE=99.0000,LINE=i,RACE=j,SEX=k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EF,PART=B,LINE=i,SLEVEL=j,SEX=k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EF,PART=C,LINE=i,HS=j,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EF,PART=D,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EF,PART=E,SLEVEL=i,RACE=j,SEX=k,COUNT=nnnn,
UNITID=nnnnnn,SURVSECT=EF,PART=G,RET_PCF=nnn,RET_PCP=nnn
UNITID=nnnnnn,SURVSECT=EF,PART=F,REP_YEAR=1,CREDHRSU=nnnn,CONTHRS=nnnn,CREDHRSG=nnnn
```

Note: If there is zero enrollment for any category (student level, age, state) the line does not have to be included in the import file. For Part C, HS=1 and 2 are not mutually excludsive categories. If first-time students who graduated from high school in the past 12 months are reported (HS=2) for any state, then also report those students as all first-time students (HS=1).

Sort Order: UNITID,SURVSECT,PART

Selected CIP code table
13.0000 - Education
14.0000 - Engineering
*51.0401 - Dentistry
*51.1201 - Medicine
*22.0101 - Law
26.0000 - Biological Sciences/Life Sciences
27.0000 - Mathematics
40.0000 - Physical Sciences
52.0000 - Business Management and Administrative Services
99.0000 - Summary page (total enrollment)
* indicates first-professional field

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Student level table (Part A)

1 - Full-time, first-time, degree/certificate-seeking undergraduate

3 - Total Full-time, other degree/certificate-seeking undergraduate

6 - Total Full-time, degree/certificate-seeking undergraduate will be generated on export file. Do not include on import file.

7 - Total Full-time, non-degree/certificate-seeking undergraduate

8 - Total, Full-time undergraduate will be generated on export file. Do not include on import file.

9 - Total, Full-time first-professional

11 - Total, Full-time graduate

14 - Total, Full-time will be generated on export file. Do not include on import file.

15 - Part-time, first-time, degree/certificate-seeking undergraduate

17 - Part-time, other degree/certificate-seeking undergraduate

20 - Total Part-time, degree/certificate-seeking undergraduate will be generated on export file. Do not include on import file.

21 - Part-time, non-degree/certificate-seeking undergraduate

22 - Total, Part-time undergraduate will be generated on export file. Do not include on import file.

23 - Total, Part-time first-professional

25 - Total, Part-time graduate

28 - Total, Part-time will be generated on export file. Do not include on import file.

29 - Grand total will be generated on export file. Do not include on import file.

Student level table (Part B)

1 - Undergraduate

2 - First-professional

3 - Graduate

Age category table

1 - Full-time, under 18

2 - Full-time, 18-19

3 - Full-time, 20-21

4 - Full-time, 22-24

5 - Full-time, 25-29

6 - Full-time, 30-34

7 - Full-time, 35-39

8 - Full-time, 40-49

9 - Full-time, 50-64

10 - Full-time, 65 and over

11 - Full-time, age unknown will be generated on export file. Do not include in import file.

12 - Total Full-time will be transferred from part A and included on export file. Do not include in import file.

13 - Part-time, under 18

14 - Part-time, 18-19

15 - Part-time, 20-21

16 - Part-time, 22-24

17 - Part-time, 25-29

18 - Part-time, 30-34

19 - Part-time, 35-39

20 - Part-time, 40-49

21 - Part-time, 50-64

22 - Part-time, 65 and over

23 - Part-time, age unknown will be generated on export file. Do not include in import file.

24 - Total Part-time will be transferred from part A on export file. Do not include in import file.

25 - Grand total will be transferred from part A on export file. Do not include in import file.

Race/ethnicity table

1 - Nonresident alien
2 - Black, non-Hispanic
3 - American Indian or Alaskan Native
4 - Asian or Pacific Islander
5 - Hispanic
6 - White, non-Hispanic
7 - Race/ethnicity unknown
8 - Grand total will be generated on the export file. Do not include in import file.

State of residence table

01 - Alabama	
02 - Alaska	40 - Oklahoma
04 - Arizona	41 - Oregon
05 - Arkansas	42 - Pennsylvania
06 - California	44 - Rhode Island
08 - Colorado	45 - South Carolina
09 - Connecticut	46 - South Dakota
10 - Delaware	47 - Tennessee
11 - District of Columbia	48 - Texas
12 - Florida	49 - Utah
13 - Georgia	50 - Vermont
15 - Hawaii	51 - Virginia
16 - Idaho	53 - Washington
17 - Illinois	54 - West Virginia
18 - Indiana	55 - Wisconsin
19 - Iowa	56 - Wyoming
20 - Kansas	57 - State unknown
21 - Kentucky	60 - American Samoa
22 - Louisiana	64 - Federated States of Micronesia
23 - Maine	66 - Guam
24 - Maryland	68 - Marshall Islands
25 - Massachusetts	69 - Northern Marianas
26 - Michigan	70 - Palau
27 - Minnesota	72 - Puerto Rico
28 - Mississippi	78 - Virgin Islands
29 - Missouri	90 - Foreign countries
30 - Montana	**98 - Balance will generated as line 99 minus sum of 1-90) on export file. Do not include in import file.**
31 - Nebraska	
32 - Nevada	
33 - New Hampshire	**99 - Grand total will be transferred from Part A on export file. Do not include in import file.**
34 - New Jersey	
35 - New Mexico	
36 - New York	
37 - North Carolina	
38 - North Dakota	
39 - Ohio	